

Travel Allowances

§ 301-5.5

exemption shall be claimed. The standard Federal forms shall be used for that purpose. When exemption is refused, receipts shall be obtained in duplicate. (See §§ 301-11.3(c)(7) and 301-11.5(c)(2).)

PART 301-5—BAGGAGE

Sec.

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§ 301-5.1 Definitions.

(a) *Baggage*. The term *baggage* as used in this subtitle means Government property and personal property of the traveler necessary for official travel.

(b) *Excess baggage*. Baggage in excess of the weight, size, or number of pieces that is carried free by transportation companies shall be classed as excess baggage.

[54 FR 20279, May 10, 1989, as amended by FTR Amdt. 26, 57 FR 28633, June 26, 1992]

§ 301-5.2 Authorization for excess baggage.

Where less-than-first-class accommodations are used, transportation of baggage up to the number of pieces or weight carried free on first-class service shall be allowed at Government expense; in all other instances, excess baggage charges shall be allowed only when authorized or approved.

§ 301-5.3 Payment of costs for baggage.

(a) *Transportation charges for excess baggage*. As a general rule, travelers shall make each payment of domestic airline excess baggage charges that do not exceed \$15. Where excess baggage services are specifically authorized, the travel order shall clearly state whether such charges are to be paid for in cash by the traveler or to be authorized on the Government transportation request. If the authorization for excess baggage is not included on the transportation request, the traveler's claim for reimbursement shall be included on the travel voucher.

(b) *Transfer of baggage*. Necessary charges for the transfer of baggage shall be allowed.

(c) *Storage of baggage*. Charges for the storage of baggage shall be allowed when it is shown that the storage was solely on account of official business.

(d) *Checking and handling of baggage*. Charges for checking baggage shall be allowed. Charges or tips at transportation terminals shall be allowed for handling Government property carried by the traveler.

§ 301-5.4 Stoppage in transit.

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on the unused portion of the ticket, full explanation of the facts shall be made to the administrative office at the time the unused ticket is forwarded for redemption, or the explanation shall be shown on the voucher. Failure to observe this rule shall result in any excess cost to the Government being charged to the employee.

§ 301-5.5 Requirement for use of least costly means of shipment.

(a) *Selection of transportation service*. When the total weight of Government property and personal effects or other property needed by the traveler exceeds the baggage allowance, quantities in excess of the allowance shall be shipped by parcel post, where practical, or, if not suitable for mailing, by freight or express if any of those less costly means of shipment will suffice. Shipments must not be made as accompanied baggage or express when ordinary freight service will meet the official needs. Due consideration must be given to the probable cost of collecting or delivering the shipment and the time required for transmission.

(b) *Use of Government bills of lading*. Express and freight shipments shall be made on Government bills of lading unless such handling will interfere with the official purposes of the trip or unless it is not practical. Charges on shipments made on Government bills of